

**United States Embassy**  
**Tokyo, Japan**



***The U.S. Embassy provides a good opportunity to work for  
high-ranking officials in an international environment***

**OPEN TO:** All Interested Candidates  
**POSITION:** **Chauffeur, FSN-1015-3 (Exception Rate Range FSN-5), FP-BB  
(position number N52730)**  
**OPENING DATE:** January 16, 2004  
**CLOSING DATE:** February 02, 2004  
**WORK HOURS:** Full Time 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: US\$18,103 p.a. (Starting salary)  
(Position Grade: FP-BB is confirmed by Washington)  
\*Ordinarily Resident: ¥4,788,899 p.a. (Starting salary)

The U.S. Embassy in Tokyo is seeking a chauffeur for employment in the Transportation Section.

**NOTE:**

- All applicants who are not the Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.
- Only candidates that are selected for interviews will be contacted.
- Please note that U.S. taxes are deducted for U.S. citizens and those with US Legal Permanent Resident (LPR) status (green card holder).

**BASIC FUNCTION OF POSITION**

The incumbent serves as chauffeur for the Transportation Section.

**QUALIFICATIONS REQUIRED**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: High school graduate is required.
2. Prior Work Experience: Three years experience as professional driver.
3. Post Entry Training: None
4. Language Proficiency: Level II (Limited Knowledge) reading/writing/speaking English and Level IV (Fluent) reading/writing/speaking Japanese proficiency is required.
5. Knowledge: Knowledge of Japanese motor vehicle practices, Japanese traffic laws, and post procedures regarding motor vehicle usage.
6. Skills and Abilities: Must be capable of rigorous physical activity, pass an annual physical exam, and have normal or better vision (including night vision). Must have a Japanese driver's license up to a large truck. Able to work long, irregular hours and night/day schedules including weekends and holidays. Be physically capable of lifting and moving packages, parcels and luggage or equipment into/out of the vehicle and have 'normal –to-better-than-normal' reflexes is required

**SELECTION PROCESS**

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available in the HR office. Contact Mary Smith at 5640 or access the Embassy's website <http://japan.usembassy.gov/wwwinfo-jobs.html>

### **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: Mary Smith  
Address: 1-10-5, Akasaka, Minato-ku,  
Tokyo 107-8420

### **POINT OF CONTACT**

Mary Smith  
Telephone: 03-3224-5640  
FAX: 03-3224-5818

### **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.